










# Modifying a Presentation

## Objectives

- ▶ Open an existing presentation
-  ▶ Draw and modify an object
-  ▶ Edit drawing objects
- ▶ Align and group objects
-  ▶ Add and arrange text
-  ▶ Format text
-  ▶ Import text from Microsoft Word
-  ▶ Customize the color scheme and background


After you create the basic outline of your presentation and enter text, you need to add visuals to your slides to communicate your message in the most effective way possible. In this unit, you open an existing presentation; draw and modify objects; add, arrange, and format text; change a presentation color scheme; and revise a presentation.

 Maria Abbott continues to work on the iMedia marketing presentation by drawing and modifying objects. Maria uses the PowerPoint drawing and text-editing features to bring the presentation closer to a finished look.






# Opening an Existing Presentation


Sometimes the easiest way to create a new presentation is by changing an existing one. Revising a presentation saves you from typing duplicate information. You simply open the file you want to change, then use the Save As command to save a copy of the file with a new name. Whenever you open an existing presentation in this book, you will save a copy of it with a new name—this keeps the original file intact. Saving a copy does not affect the original file.  Maria wants to add visuals to her presentation, so she opens the presentation she has been working on.

## Steps 1234

### Trouble?

If the dialog box on your screen does not show a preview box, click the Views button list arrow  in the dialog box toolbar, then select Preview.

### QuickTip

To open the file without opening a copy, click the More presentations hyperlink under Open a presentation in the task pane, or click the Open button  on the Standard toolbar.

### Trouble?

If you have another PowerPoint presentation open and it appears next to this presentation, close it, then repeat Step 9.

#### 1. Start PowerPoint

#### 2. Click the **Choose presentation hyperlink** in the New Presentation task pane under New from existing presentation

The New from Existing Presentation dialog box opens. See Figure C-1.

#### 3. Click the **Look in list arrow**, then locate the drive and folder where your Project Files are stored

A list of your Project Files appears in the dialog box.

#### 4. Click **PPT C-1**

The first slide of the selected presentation appears in the preview box on the right side of the dialog box.

#### 5. Click **Create New**

A copy of the file named PPT C-1 opens in Normal view. The title bar displays the temporary filename "Presentation2."

#### 6. Click **File** on the menu bar, then click **Save As**

The Save As dialog box opens. See Figure C-2.

#### 7. Make sure the Save in list box shows the location of your Project Files and that the current filename in the File name text box is selected, then type **iMedia 2**

Compare your screen to the Save As dialog box in Figure C-2.

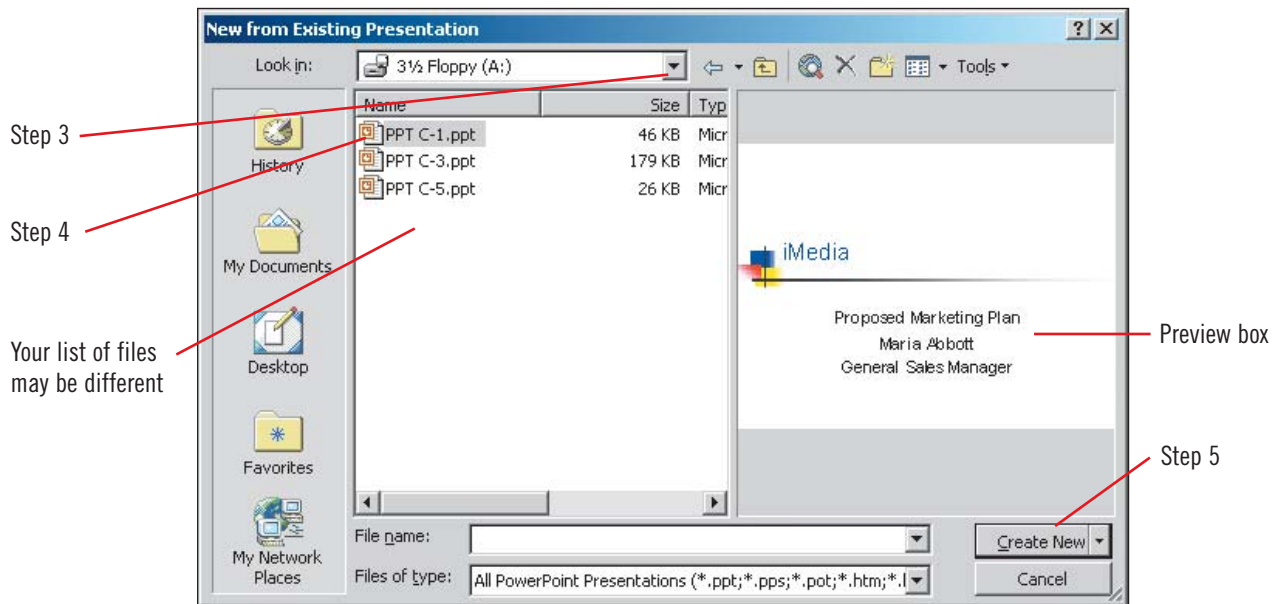
#### 8. Click **Save** to close the Save As dialog box and save the file

The file is saved with the name iMedia 2.

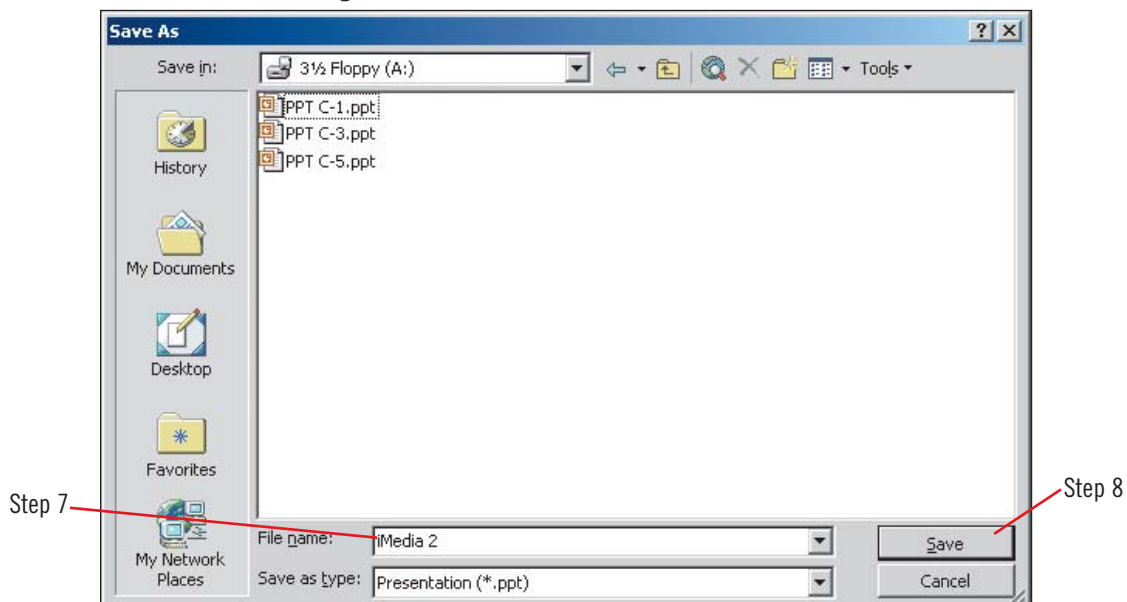
#### 9. Click the **Slide Design button** on the Formatting toolbar, click **Window** on the menu bar, then click **Arrange All**

You can work with the task pane opened or closed. Many of the figures in this book show only the window that contains the slide and notes panes and the Slide and Outline tabs.


**FIGURE C-1: Open dialog box**



**FIGURE C-2: Save As dialog box**




## Searching for a Presentation

You click the Search button  on the Standard toolbar to open the Search task pane, where you can search for specific text in files located on your computer's hard drive, your local network, your Microsoft Outlook mailbox, and your network places. When you conduct a search from the Search task pane, all the files that contain the search text you specify are displayed. For example, a search for the text "book club"

will yield a list of all the files in the locations you specified that contain the text "book club" in the filename, contents, or properties. Once you have found the file you want, you can open and edit the file in its application, create a new document based on the file, create a link from the file to the Office clipboard, or view the file's properties.



# Drawing and Modifying an Object

Using the drawing commands in PowerPoint, you can draw and modify lines, shapes, and pictures to enhance your presentation. Lines and shapes that you create with the PowerPoint drawing tools are objects that you can modify and move at any time. These drawn objects have graphic attributes that you can change, such as fill color, line color, line style, shadow, and 3-D effects. To add drawing objects to your slides, use the buttons on the Drawing toolbar at the bottom of the screen above the status bar.  Maria decides to draw an object on Slide 3 of her marketing presentation to add impact to her message.

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1. In the Slides tab, click the **Slide 3 thumbnail**

Slide 3, titled “Competition,” appears in the slide pane.



2. Press and hold **[Shift]**, then click the **body text object**

A dotted selection box with small circles called **sizing handles** appears around the text object. If you click a text object without pressing [Shift], a selection box composed of slanted lines appears, indicating that the object is active and ready to accept text, but it is not selected. When an object is selected, you can change its size, shape, or attributes by dragging one of the sizing handles.

### Trouble?



If you are not satisfied with the size of the text object, resize it again.


3. Position the pointer over the right, middle sizing handle, then drag the sizing handle to the left until the text object is about half its original size as shown in Figure C-3

When you position the pointer over a sizing handle, it changes to . It points in different directions depending on which sizing handle it is positioned over. When you drag a sizing handle, the pointer changes to , and a dotted outline representing the size of the text object appears.

### QuickTip


Position the pointer on top of a button to see its name.

4. Click the **AutoShapes button**  on the Drawing toolbar, point to **Block Arrows**, then click the **Right Arrow button**  (first row, first item)


After you select a shape from the AutoShapes menu and move the pointer over the slide, the pointer changes to .

### QuickTip

If your arrow object is not approximately the same size as the one shown in Figure C-4, press [Shift] and drag one of the corner sizing handles to resize the object.

5. Position  in the blank area of the slide to the right of the text object, press **[Shift]**, drag down and to the right to create an arrow object, as shown in Figure C-4, then release the mouse button and **[Shift]**


When you release the mouse button, an arrow object appears on the slide, filled with the default color and outlined with the default line style, as shown in Figure C-4. Pressing [Shift] while you create the object maintains the object's proportions as you change its size.

6. Click the **Line Color list arrow**  on the Drawing toolbar, then point to the **red square** (second square from the right)

A ScreenTip appears identifying this color as the Follow Accent and Hyperlink Scheme Color.

7. Click the **red square**

PowerPoint applies the red color to the selected object's outline.

8. Click the **Fill Color list arrow**  on the Drawing toolbar, then click the **yellow square** (third square from the right, called Follow Accent Scheme Color)

PowerPoint fills the selected object with yellow.

9. Click the **Save button**  on the Standard toolbar to save your changes

FIGURE C-3: Resizing a text object

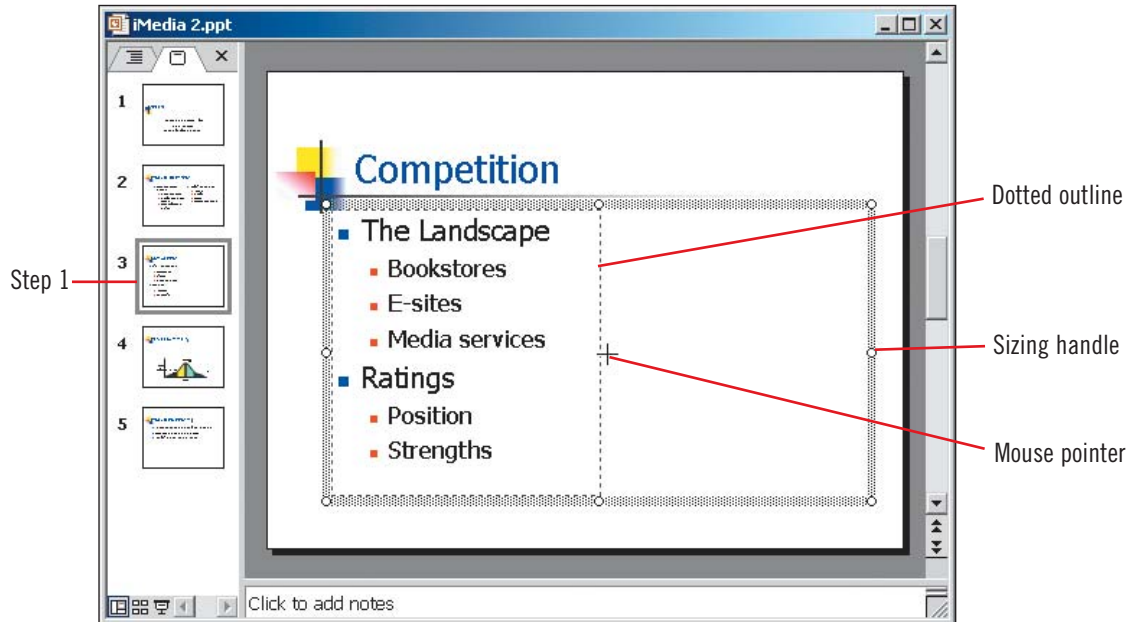
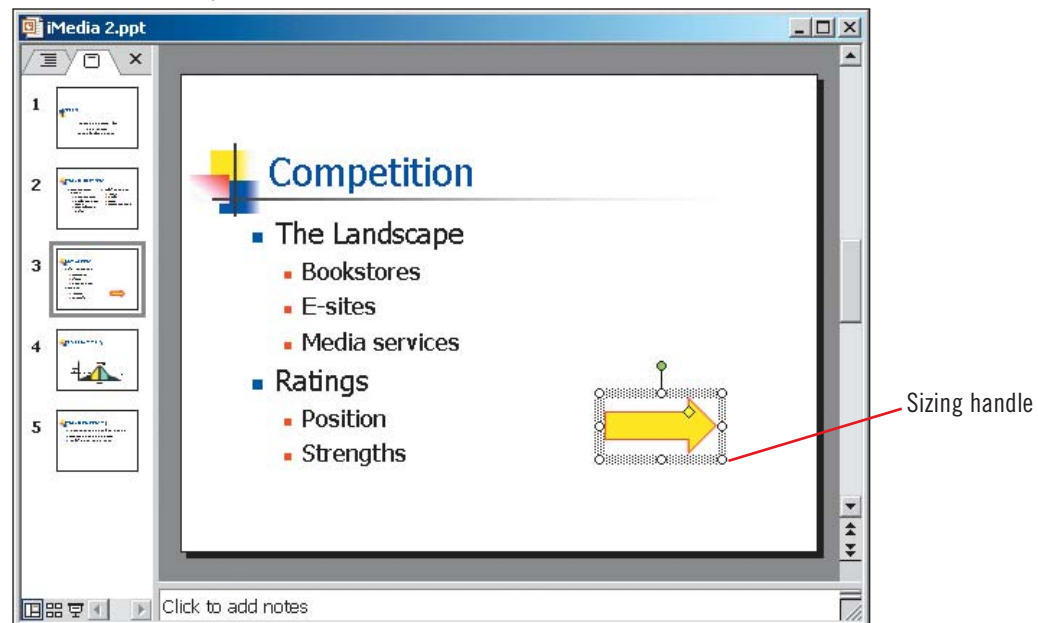


FIGURE C-4: Arrow object on slide




## Understanding PowerPoint Objects

In PowerPoint, you often work with multiple objects on the same slide. These may be text objects or graphic objects, such as drawn objects, clip art, or charts. To help you organize objects on a slide, you can align, group, and stack the objects using the Align or Distribute, Group, and Order commands on the Draw menu on the Drawing toolbar. When you align objects, you place their edges (or their centers) on the same plane. For example, you might want to align two

squares vertically (one above the other) so that their left edges are in a straight vertical line. When you group objects, you combine two or more objects into one object. It's often helpful to group objects into one when you have finished positioning them on the slide. When you stack objects, you determine their order, that is, which ones are in front and which are in back. You can use the stacking order of objects to overlap them to create different effects.



# Editing Drawing Objects

PowerPoint allows you to manipulate the size and shape of objects on your slide. You can alter the appearance of any object by changing its shape or by adjusting its dimensions. You can add text to most PowerPoint objects. You also can move or copy objects.  Maria wants three arrows on her slide, and she wants them all to be the same shape and size. She changes the shape of the arrow object, and then makes two copies of it. She then rotates one arrow to complete her graphic.

## Steps 1234

### Trouble?

PowerPoint uses a hidden grid to align objects; it forces objects to “snap” to the grid lines. If you have trouble aligning the object with the text, press and hold down [Alt] while dragging the object to turn off the grid.

### QuickTip

You can use PowerPoint rulers to help you align objects. To display the rulers, position the pointer in a blank area of the slide, right-click, then click Ruler on the shortcut menu.

### QuickTip

You can also use the Rotate or Flip commands on the Draw menu button on the Drawing toolbar to rotate or flip objects 90 or 180 degrees.

#### 1. Click the **arrow object** to select it, if necessary


In addition to sizing handles, two other handles appear on the selected object. You use the **adjustment handle**—a small yellow diamond—to change the appearance of an object, usually its most prominent feature, like the size of the head of an arrow. You use the **rotate handle**—a small green circle—to rotate the object.

#### 2. Press [Shift], then drag the right, middle sizing handle to the right approximately 1"

#### 3. Position the pointer over the middle of the selected arrow object so that it changes to , then drag the **arrow** so that the bottom of the arrow aligns with the bottom of the word “Position” in the text box

A dotted outline appears as you move the arrow object to help you position it. Compare your screen to Figure C-5 and make any necessary adjustments.

#### 4. Position over the arrow object, then press and hold [Ctrl]

The pointer changes to , indicating that PowerPoint will make a copy of the arrow object when you drag the mouse.

#### 5. While holding down [Ctrl], drag the **arrow object** up until the dotted lines indicate that the copy aligns with the bottom of the words “Media services” in the text box, then release the mouse button

A copy of the first arrow object appears.

#### 6. Position over the second arrow object, press and hold [Ctrl], then drag a **copy** of the arrow object up the slide until it aligns with the bottom of the first bullet point in the text box

You now have three identical objects on your slide.

#### 7. Type **Adopters**

The text appears in the center of the active object, in this case, the top arrow. The text is now part of the object, so if you move or rotate the object, the text will move with it.

#### 8. Position the pointer over the rotate handle of the selected arrow object so that it changes to , then drag the **rotate handle** to the left until the arrow head is pointing straight up

If you need to make any adjustments to the arrow object, drag the rotate handle again. Compare your screen with Figure C-6.

#### 9. Click the **middle arrow object**, type **Price**, click the **bottom arrow object**, type **Performance**, then click in a blank area of the slide

#### 10. Click the **Save button** on the Standard toolbar to save your changes



FIGURE C-5: Slide showing resized arrow object

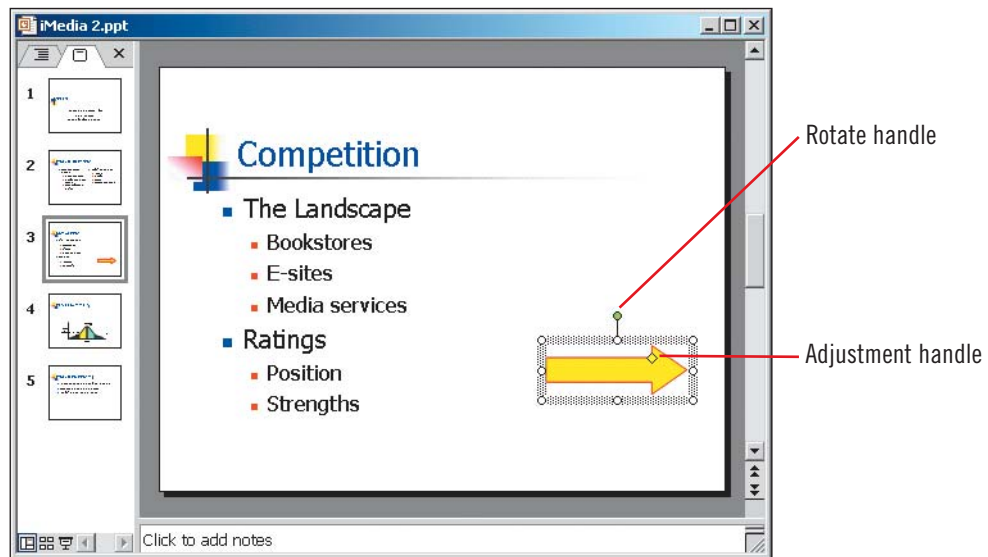
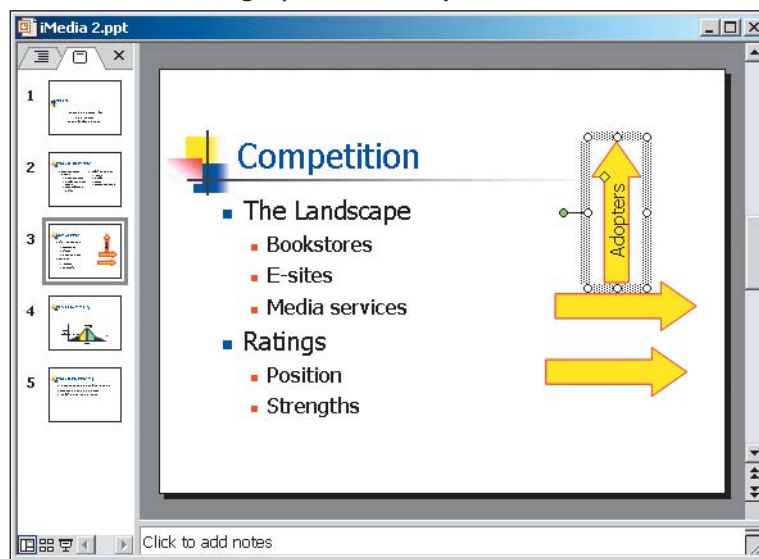


FIGURE C-6: Slide showing duplicated arrow object



## More Ways to Change Objects



You can layer objects over one another by changing their stacking order, or you can change the appearance of an object by making it three-dimensional or by applying a shadow effect. To change the stacking order of an object, select the object, click the Draw button on the Drawing toolbar, point to Order, then click one of the menu commands shown in Figure C-7. To make an object three-dimensional, select it, click the 3-D Style button  on the Drawing toolbar, then click one of the buttons on the pop-up menu shown in Figure C-8. To add a shadow to an object, select it, click the Shadow Style button  on the Drawing toolbar, then click one of the buttons on the pop-up menu shown in Figure C-9.

FIGURE C-7: Order menu

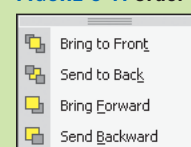


FIGURE C-8: 3-D menu

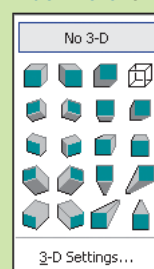



FIGURE C-9: Shadow menu








# Aligning and Grouping Objects

After you create objects, modify their appearance, and edit their size and shape, you can position them on the slide, align them, and then group them. The Align command aligns objects relative to each other by snapping the selected objects to a grid of evenly spaced vertical and horizontal lines. The Group command groups objects into one object to make editing and moving them much easier.  Maria positions, aligns, and groups the arrow objects on the slide.

## Steps 1234

### Trouble?

Make sure you position the pointer over a section of the arrow object without text.

1. Position  over the **Adopters arrow object**, then drag it down the slide until it is in the same position as in Figure C-10
2. Click the **Price arrow object**, press and hold **[Shift]**, then click the **Performance arrow object**  
The two objects are now selected.
3. Click the **Draw button**  on the Drawing toolbar, then point to **Align or Distribute**  
A menu of alignment and distribution options appears. The top three options align objects vertically; the next three options align objects horizontally.
4. Click **Align Center**  
The arrow objects align vertically on their centers.
5. Press and hold **[Shift]**, click the **Adopters arrow object**, click , then click **Group**  
The arrow objects group to form one object without losing their individual attributes. Notice the sizing handles now appear around the outer edge of the grouped object, not around each individual object.
6. Right-click a blank area of the slide, then click **Grid and Guides** on the shortcut menu  
The Grid and Guides dialog box opens.
7. Click the **Display drawing guides on screen check box**, then click **OK**  
The PowerPoint guides appear as dotted lines on the slide. (The dotted lines may be very faint on your screen.) The guides intersect at the center of the slide. They will help you position the arrow object.

### QuickTip

To add a new guide to the slide, press **[Ctrl]**, then drag an existing guide. The original guide remains in place as you move the new guide. Drag a guide off the slide to delete it.



8. Position  over the **horizontal guide** in a blank area of the slide, press and hold the mouse button until the pointer changes to a guide measurement, then drag the guide down until the guide measurement box reads approximately **0.50**
9. Press **[Shift]**, drag the **grouped arrow object** over the horizontal guide until the center sizing handles are approximately centered over the guide  
Pressing **[Shift]** while you drag an object constrains its movement to vertical or horizontal. Compare your screen with Figure C-11.
10. Right-click a blank area of the slide, click **Grid and Guides** on the shortcut menu, click the **Display drawing guides on screen check box**, click **OK**, then click the **Save button**  on the Standard toolbar to save your changes  
The guides are no longer displayed on the slide.



FIGURE C-10: Repositioned arrow object

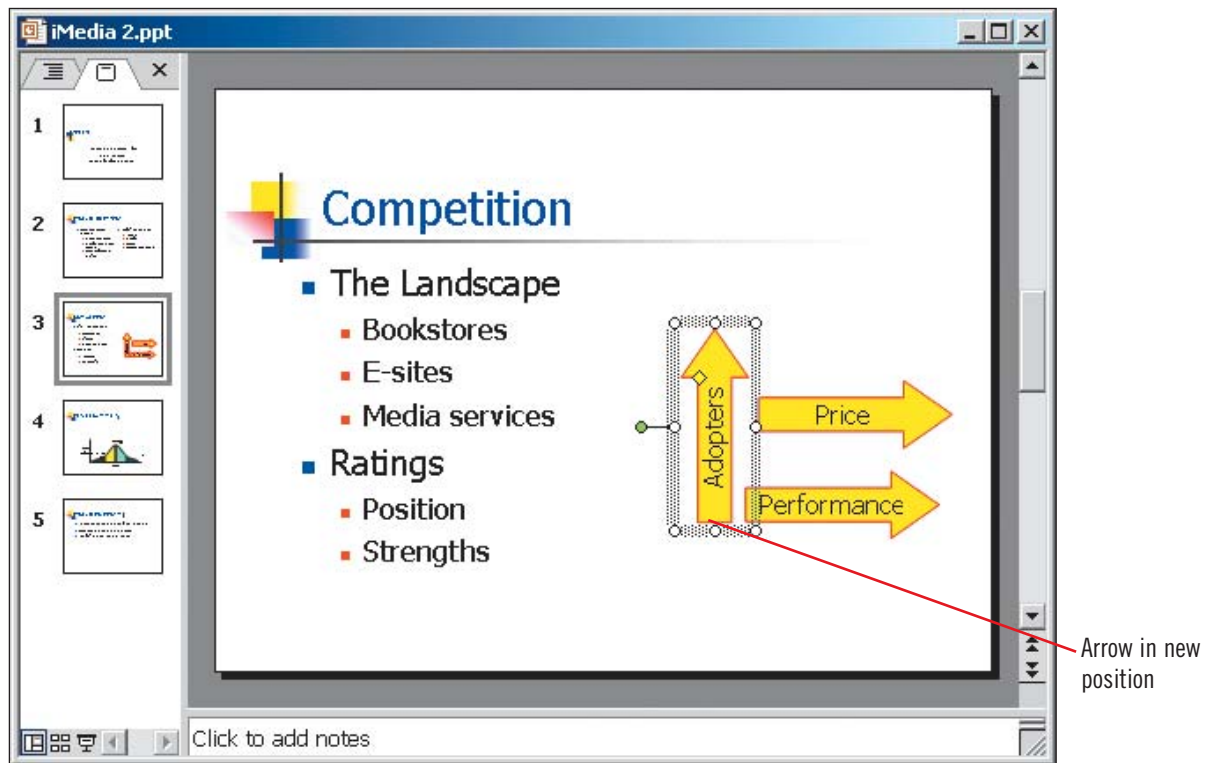
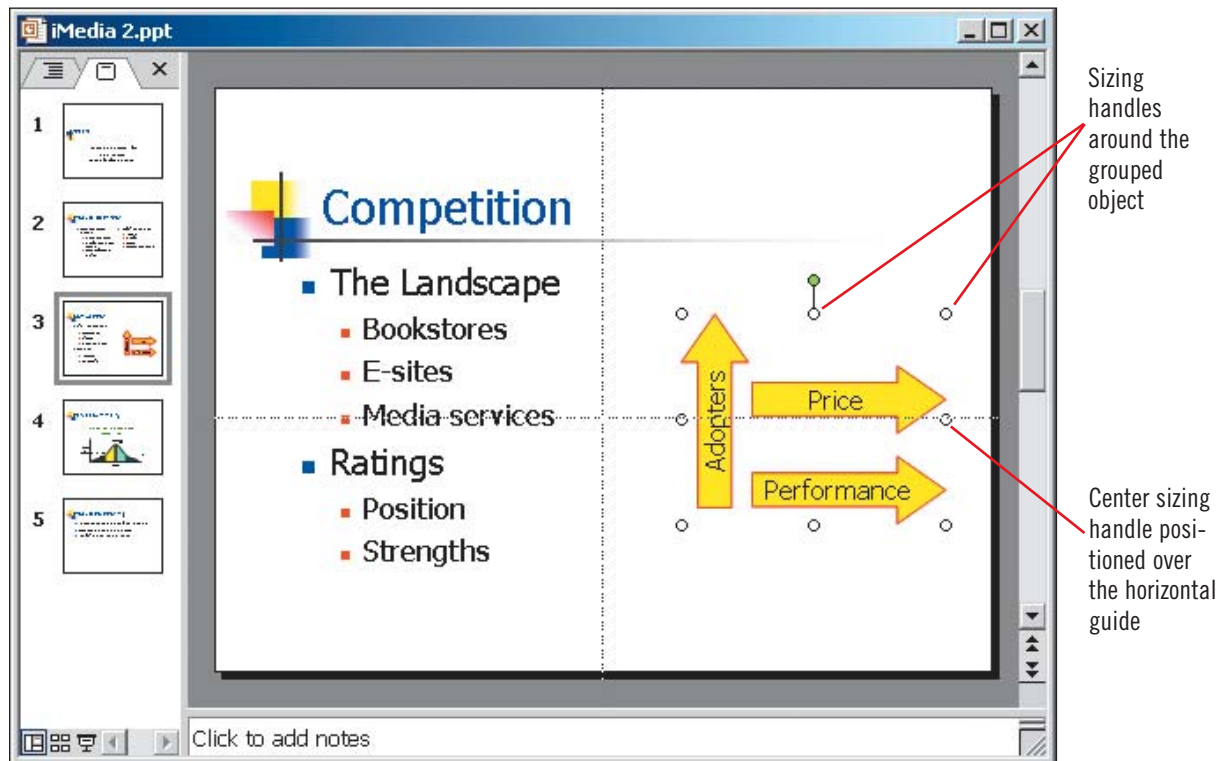



FIGURE C-11: Grouped arrow object re-positioned on the slide





# Adding and Arranging Text

Using the advanced text-editing capabilities of PowerPoint, you can easily add, insert, or rearrange text. The PowerPoint slide layouts allow you to enter text in prearranged text placeholders. If these text placeholders don't provide the flexibility you need, you can use the Text Box button on the Drawing toolbar to create your own text objects. With the Text Box button, you can create two types of text objects: a text label, used for a small phrase where text doesn't automatically wrap to the next line inside the box; and a word-processing box, used for a sentence or paragraph where the text wraps inside the boundaries of the box.  Maria has a slide that contains information on the typical cycle of a product. Now, she uses the Text Box button to create a word-processing box to enter a label for the information on the slide.



## Steps 1234


1. In the Slides tab, click the **Slide 4 thumbnail**

2. Click the **Text Box button**  on the Drawing toolbar

The pointer changes to .

### QuickTip

To create a text label in which text doesn't wrap, click , position  where you want to place the text, then click once and enter the text.

3. Position  about 1" from the left side of the slide, above the top of the chart on the slide, then drag toward the right side of the slide to create a word-processing box. Your screen should look similar to Figure C-12. When you begin dragging, an outline of the box appears, indicating how wide a text object you are drawing. After you release the mouse button, an insertion point appears inside the text object, ready to accept text.


4. Type **Market, players, shifts and competition**

Notice that the word-processing box increases in size as your text wraps inside the object. There is a mistake in the text. It should read "Market shifts."

5. Double-click the word **shifts** to select it

### QuickTip

You also can use the Cut and Paste buttons on the Standard toolbar and the Cut and Paste commands on the Edit menu to move a word.

6. Position the pointer on top of the selected word and press and hold the mouse button. The pointer changes to .

7. Drag the word **shifts** to the right of the word **Market** in the text box, then release the mouse button

A dotted insertion line appears as you drag, indicating where PowerPoint will place the word when you release the mouse button. The word "shifts" moves next to the word "Market."

8. Position  over the text box border, then drag it to the center of the slide

Your screen should look similar to Figure C-13.


9. Click a blank area of the slide outside the text object, then click the **Save button**  on the Standard toolbar to save your changes

FIGURE C-12: Word-processing box ready to accept text

Slanted lines indicate the word-processing box is ready to accept text

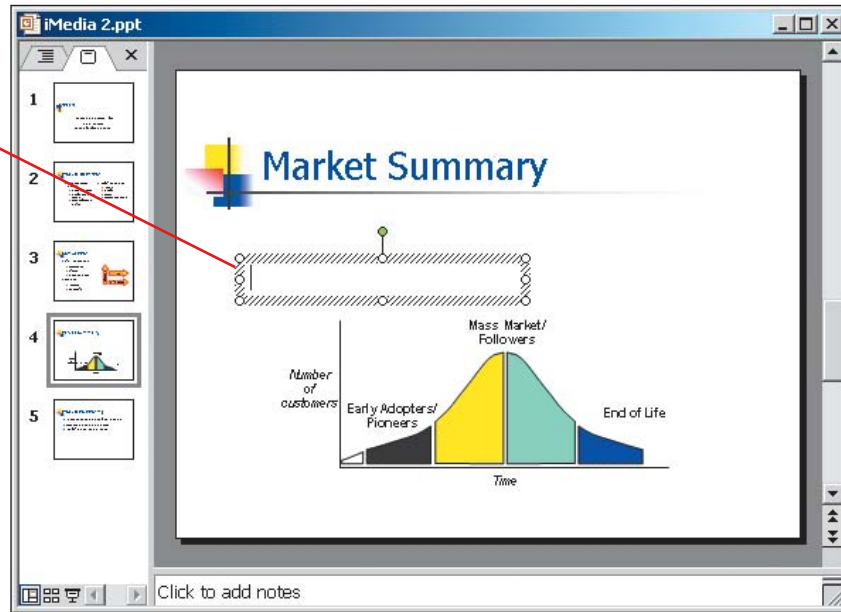
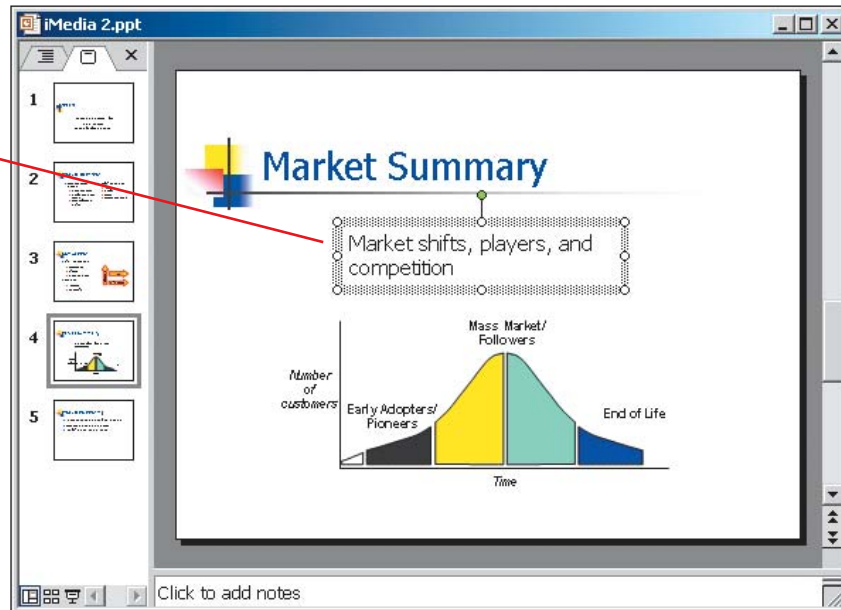


FIGURE C-13: Text added to the word-processing box

Your text might wrap differently depending on the size of your word-processing box




## Revising a Presentation

You can send a copy of a presentation over the Internet to others for them to review, edit, and add comments. To send your presentation out for review, you can use Microsoft Outlook, which automatically tracks changes made by reviewers, or you can use any other compatible e-mail program. To send a presentation to reviewers using Outlook, click File on the menu bar, point to Send To, then click Mail Recipient (for Review). Outlook opens and a "Review Request" e-mail with the PowerPoint presentation attached to it is automatically

created for you to send to reviewers. Reviewers can use any version of PowerPoint to review, edit, and comment on their copy of your presentation. Once a reviewer is finished with the presentation and sends it back to you, you can combine their changes and comments with your original presentation using PowerPoint's Compare and Merge Presentations feature. When you do this, the Revisions task pane opens with commands that allow you to accept or reject reviewers' changes.



# Formatting Text

Once you have entered and arranged the text in your presentation, you can change and modify the way the text looks to emphasize your message. Important text needs to be highlighted in some way to distinguish it from other text or objects on the slide. Less important information needs to be de-emphasized. For example, if you have two text objects on the same slide, you could draw attention to one text object by changing its color or size. To change the way text looks, you need to select it, then choose a Formatting command.  Maria uses some of the commands on the Formatting and Drawing toolbars to change the way the new text box looks on Slide 4.

## Steps 1234

### QuickTip

You can also click the Font Size list arrow , then click the font size you want from the list.


### QuickTip

The Font Color button can also be found on the Drawing toolbar.

### QuickTip

If you want to align a word or a sentence in a text box without aligning all of the text in the text box, select the text, then click one of the alignment buttons on the Formatting toolbar.

1. On Slide 4, press **[Shift]**, then click the **word-processing text box**

If a text box is already active because you have been entering text in it, you can select the entire text box by clicking on its border with . The entire text box is selected. Any changes you make will affect all the text in the selected text box. Changing the text's size and appearance will help emphasize it.

2. Click the **Increase Font Size button**  on the Formatting toolbar

The text increases in size to 28 points.

3. Click the **Italic button**  on the Formatting toolbar

The text changes from normal to italic text. The Italic button, like the Bold button, is a toggle button, which you click to turn the attribute on or off.

4. Click the **Font Color list arrow**  on the Formatting toolbar

The Font Color menu appears, showing the eight colors used in the current presentation and the More Colors command, which lets you choose additional colors.

5. Click **More Colors**, then click the **green cell** in the middle row of the color hexagon, second from the left, as shown in Figure C-14

The Current color and the New color appear in the box in the lower-right corner of the dialog box.

6. Click **OK**

The text in the word-processing box changes to green, and the green is added as the ninth color in the set of colors used in the presentation.

7. Click the **Font list arrow** on the Formatting toolbar

A list of available fonts opens with the font used in the text box selected in the list.

8. Click the down scroll arrow, then click **Times New Roman**

The Times New Roman font replaces the original font in the text object.

9. Click the **Center button**  on the Formatting toolbar

All the text in the text box is aligned to the center of the text box.

10. Drag the text box so it is centered over the chart, resize the text box so the text wraps as shown in Figure C-15, click a blank area of the slide outside the text object to deselect it, then click the **Save button**  on the Standard toolbar

Compare your screen to Figure C-15.

FIGURE C-14: Colors dialog box

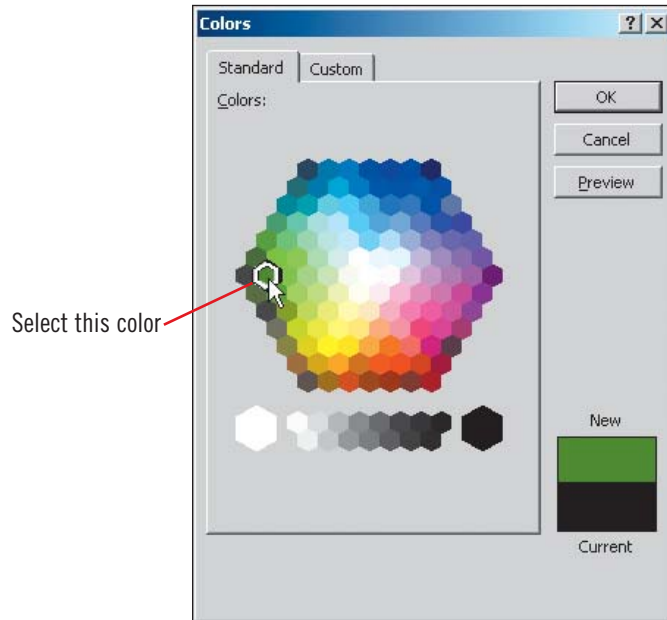
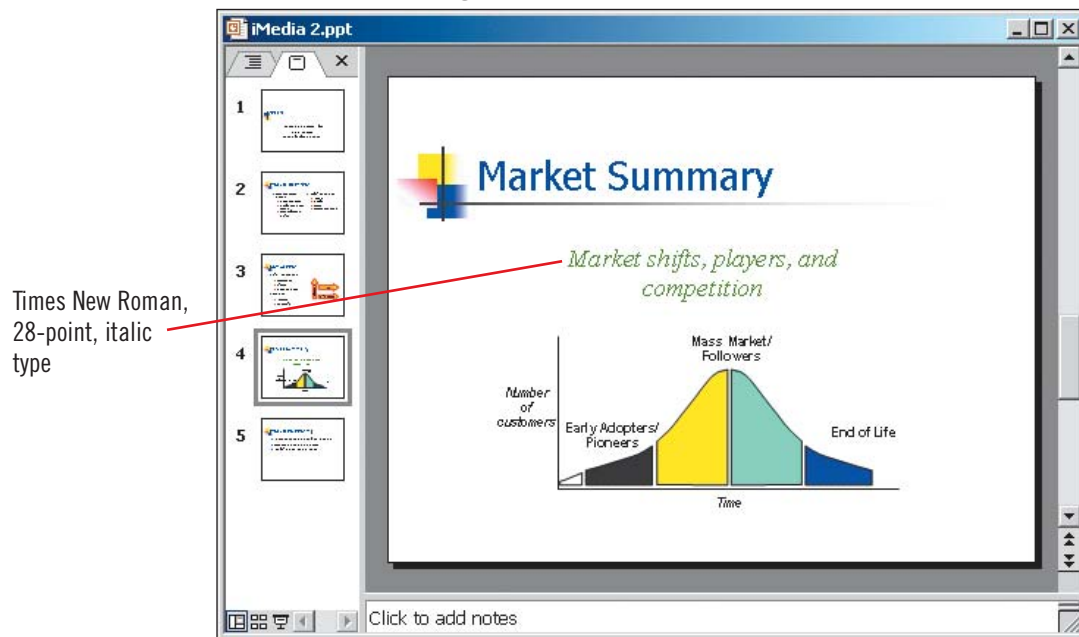


FIGURE C-15: Slide showing formatted text box




## Replacing Text and Attributes

As you review your presentation, you may decide to replace certain words throughout the entire presentation. You can automatically modify words, sentences, text case, and periods. To replace specific words or sentences, use the Replace command on the Edit menu. To automatically add or remove periods from title or body text and to automatically change the case

of title or body text, click Options on the Tools menu, click the Spelling and Style tab, then click Style Options to open the Style Options dialog box. Click the Case and End Punctuation tab, if necessary. The options on the Visual Clarity tab in the Style Options dialog box control the legibility of bulleted text items on the slides.



# Importing Text from Microsoft Word

PowerPoint makes it easy to insert information from other sources, such as Microsoft Word, into a presentation. If you have an existing Word document or outline, you can import it into PowerPoint to create a new presentation or additional slides in an existing presentation. Documents saved in Microsoft Word format (.doc), Rich Text Format (.rtf), plain text format (.txt), and HTML format (.htm) can be inserted into a presentation. When you import a Microsoft Word or a Rich Text Format document into a presentation, PowerPoint creates an outline structure based on the styles in the document. For example, a Heading 1 style in the Word document becomes a slide title in PowerPoint and a Heading 2 style becomes the first level of text in a bulleted list. If you insert a plain text format document into a presentation, PowerPoint creates an outline based on the tabs at the beginning of the document's paragraphs. Paragraphs with no tab become slide titles; paragraphs with one tab indent become first-level text in bulleted lists; paragraphs with two tabs become second-level text in bulleted lists; and so on.  One of Maria's colleagues from the Product Fulfillment department sent her a Word document containing a description of the new product. Maria inserts this document into her presentation.

## Steps 1 2 3 4

1. Click the **Outline tab**, then click the **Slide 5 icon** 


Slide 5 appears in the slide pane. Each time you click a slide icon in the Outline tab, the slide title and text are highlighted indicating the slide is selected. Before you insert information into a presentation, you must first designate where you want the information to be placed. The document will be inserted after the selected slide.

2. Click **Insert** on the menu bar, then click **Slides from Outline**

The Insert Outline dialog box opens.

3. Locate the Word document **PPT C-2** in the drive and folder where your Project Files are stored, then click **Insert**

Three new slides (6, 7, and 8) are added to the presentation as shown in Figure C-16. Slide 6 is highlighted showing you where the information from the Word document begins.

4. Read the text for the new Slide 6 in the slide pane, click the **Slide 7**  icon in the Outline tab, then review the text on that slide

Slide 7 is selected.

5. Click the **Slides tab**, then click the **Slide 8 thumbnail**

After reviewing the text on this slide, Maria realizes that someone else will cover this information in another presentation.

6. Right-click the **Slide 8 thumbnail**, then click **Delete Slide** on the shortcut menu

Slide 8 is deleted from the presentation and Slide 7 appears in the slide pane again. Compare your screen to Figure C-17.

7. Click the **Save button**  on the Standard toolbar to save your changes

### Trouble?

If a message dialog box opens telling you that you need to install a converter, click Yes, and insert the Office CD when prompted. Check with your instructor or technical support person if you have trouble.



FIGURE C-16: Outline tab showing imported text

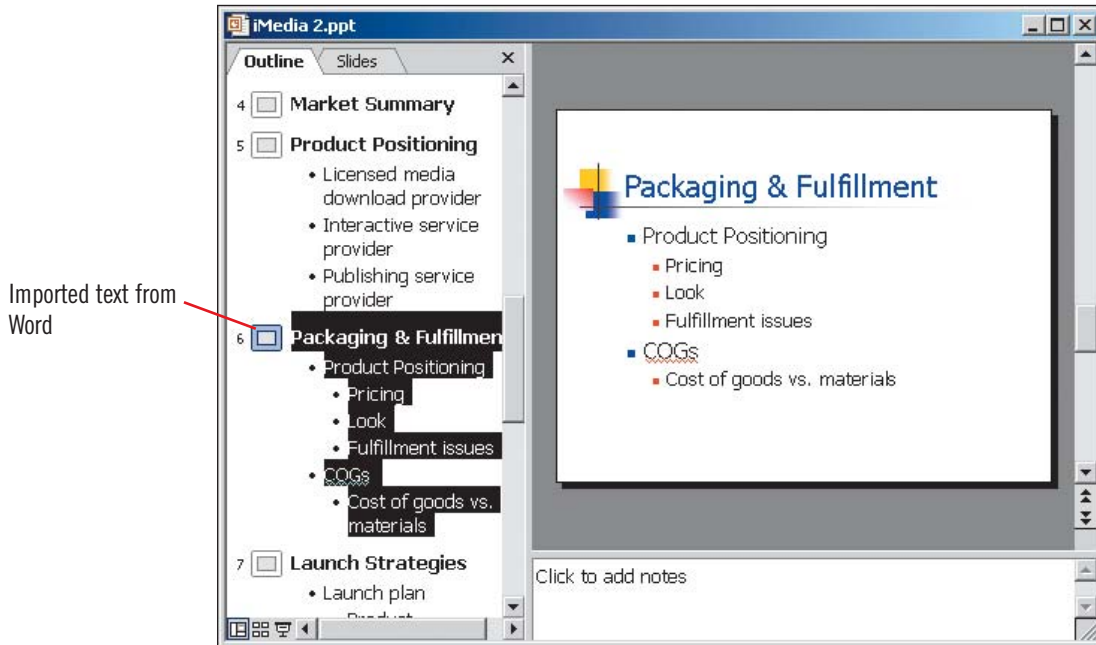
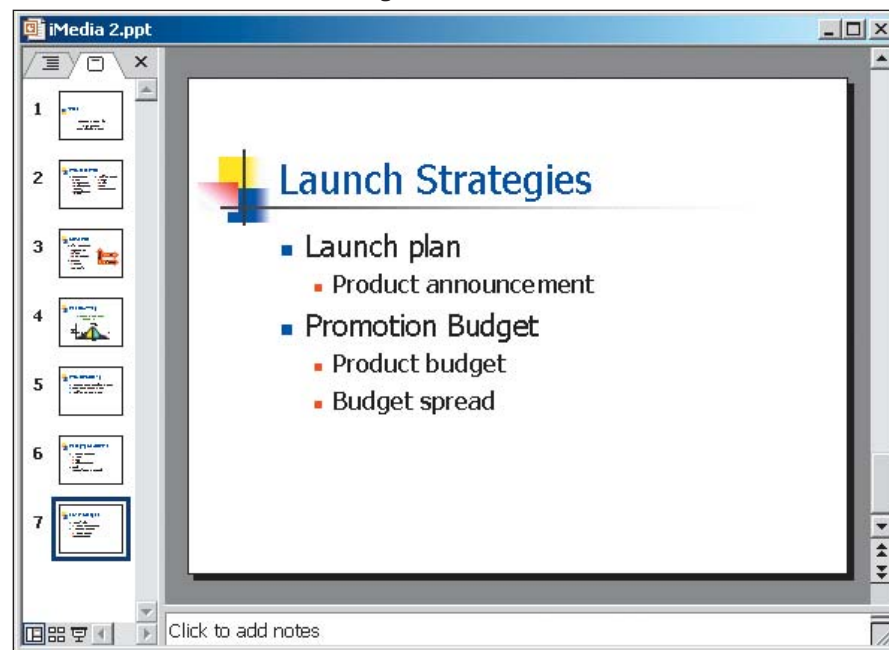


FIGURE C-17: Presentation after deleting slide




## Inserting Slides from Other Presentations

To insert slides into the current presentation, click Insert on the menu bar, then click Slides from Files. Click Browse in the Slide Finder dialog box, then locate the presentation from which you want to copy slides. In the Select slides section, select the slide(s) you want to insert, click Insert, then click Close. The new slides automatically take on the design of the

current presentation. If both presentations are open, you can copy the slides from one presentation to another. Change the view of each presentation to Slide Sorter view, select the desired slides, then copy and paste them (or use drag and drop) into the desired presentation. You can then rearrange the slides in Slide Sorter view if necessary.



# Customizing the Color Scheme and Background

Every PowerPoint presentation has a **color scheme**, a set of eight coordinated colors, that determines the colors for the slide elements in your presentation: slide background, text and lines, shadows, title text, fills, accents, and hyperlinks. The design template that is applied to a presentation determines its color scheme. See Table C-1 for a description of the slide color scheme elements. The **background** is the area behind the text and graphics. Every design template in PowerPoint—even the blank presentation template—has a color scheme that you can use or modify. You can change the background color and appearance independent of changing the color scheme.  Maria changes the color scheme and modifies the background of the presentation.

## Steps 1234

### QuickTip



To apply a new color scheme to only selected slides, select the slides you want to change on the Slides tab or in Slide Sorter view, point to the color scheme in the Slide Design task pane, click the list arrow that appears, then click Apply to Selected Slides.

### QuickTip

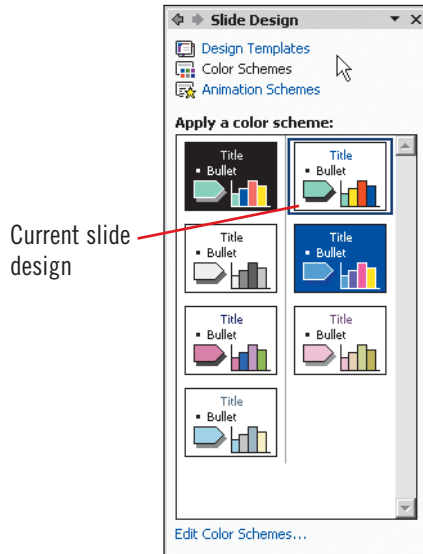
If you click the Preset option button, you can choose from a variety of predesigned backgrounds. You can also add other backgrounds by clicking one of the other tabs in the Fill Effects dialog box.

### QuickTip

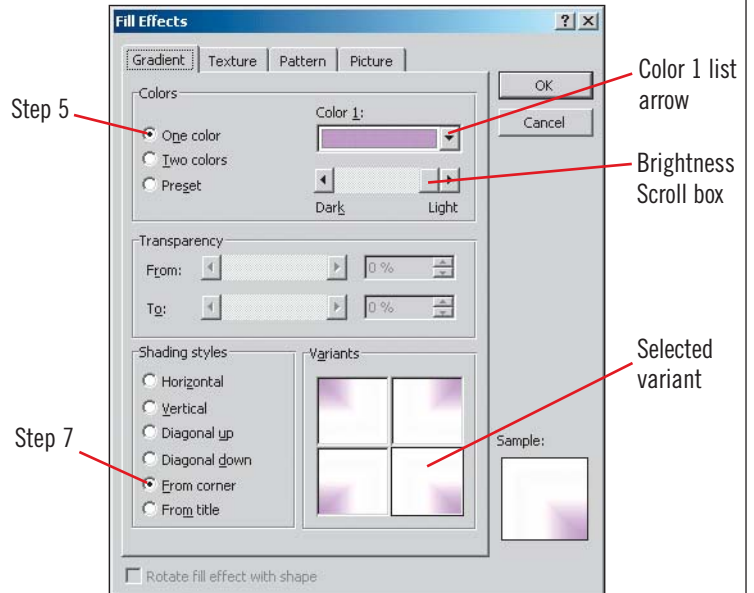
You can also apply a shaded background to an AutoShape by right-clicking the object, then clicking Format AutoShape in the shortcut menu.

1. Click the **Color Schemes** hyperlink in the Slide Design task pane  
The current, or default, color scheme is selected with a black border as shown in Figure C-18. Additional color schemes designed specifically for the applied design template (in this case, the Blends template) are also shown.
2. Click the **color scheme icon in the third row, first column** in the Slide Design task pane  
The new color scheme is applied to all the slides in the presentation. In this case, the new color scheme changes the color of the slide graphics and title text, but the bulleted text and background remain the same.
3. Click **Format** on the menu bar, then click **Background**  
The Background dialog box opens.
4. In the Background fill section, click the **list arrow** below the preview of the slide, click **Fill Effects**, then click the **Gradient tab**, if necessary
5. Click the **One color option button** in the Colors section, click the **Color 1 list arrow**, click the **purple square** (called Follow Accent and Hyperlink Scheme Color)  
The purple color fills the Color 1 list arrow and the four variant previews in the Variants section, showing that the background will be shaded with purple.
6. Drag the **Brightness scroll box** all the way to the right (towards Light) in the Colors section  
The four variant previews change color.
7. Click the **From corner option button** in the Shading Styles section, then click the **lower-right variant**  
Compare your screen to Figure C-19.
8. Click **OK**, then click **Apply to All**  
The slide background is now shaded from purple (lower-right) to white (upper-left).
9. Click the **Slide Sorter View button** , click the **Zoom list arrow** on the Standard toolbar, then click **50%**  
The final presentation appears in Slide Sorter view. Compare your screen to Figure C-20.
10. Add your name as a footer on the notes and handouts, print the slides as handouts (4 slides per page), click the **Save button**  on the Standard toolbar to save your changes, close the presentation, then exit PowerPoint

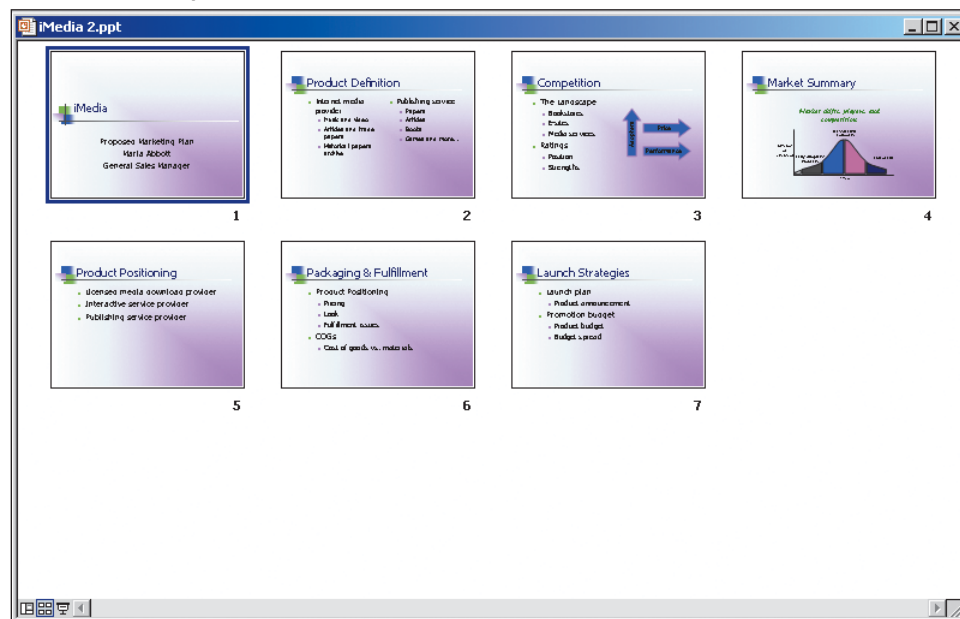
**FIGURE C-18: Slide Design task pane**



**FIGURE C-19: Completed Fill Effects dialog box**



**FIGURE C-20: Final presentation in Slide Sorter view**



**TABLE C-1: Color scheme elements**

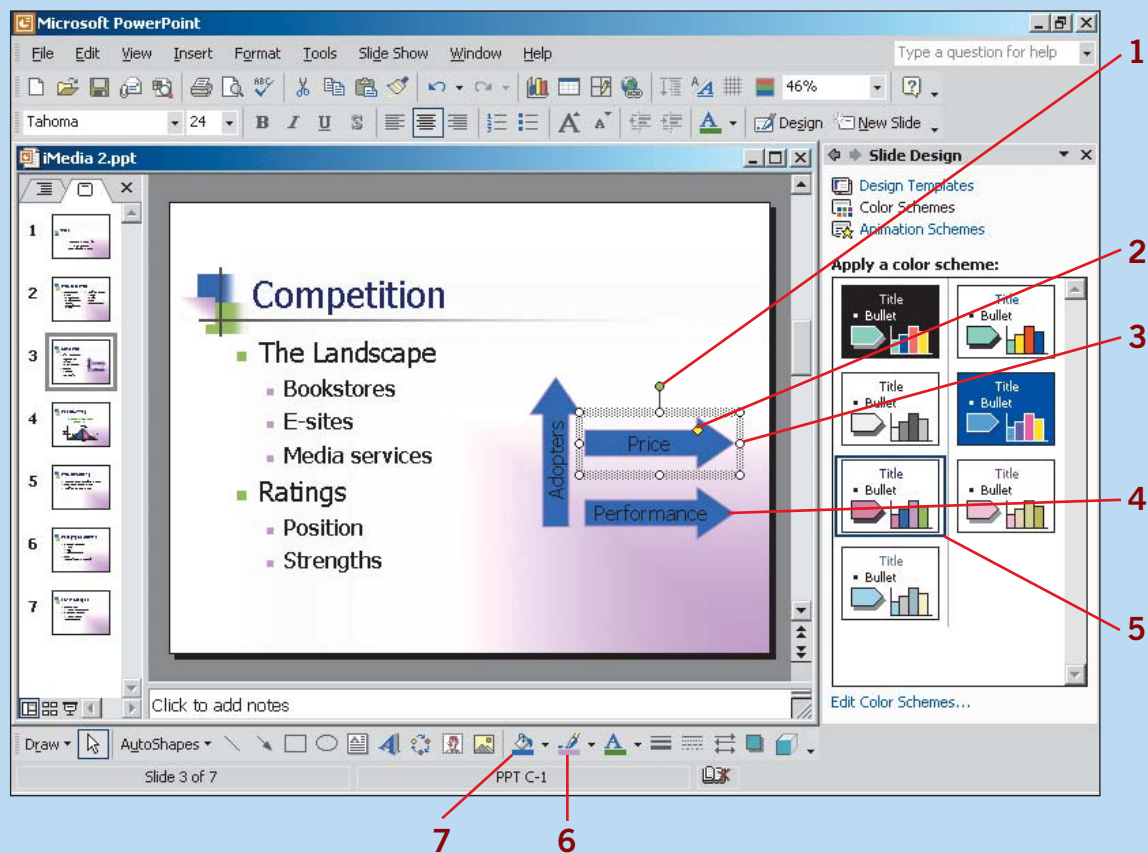
scheme element	description
Background color	Color of the slide's canvas, or background
Text and lines color	Used for text and drawn lines; contrasts with the background color
Shadows color	Color of the shadow of the text or other object; generally a darker shade of the background color
Title text color	Used for slide title; like the text and line colors, contrasts with the background color
Fills color	Contrasts with both the background and the text and line colors
Accent colors	Colors used for other objects on slides, such as bullets
Accent and hyperlink colors	Colors used for accent objects and for hyperlinks you insert
Accent and followed hyperlink color	Color used for accent objects and for hyperlinks after they have been clicked

# Practice


## ► Concepts Review

Label the elements of the PowerPoint window shown in Figure C-21.

FIGURE C-21



Match each term or button with the statement that describes it.

- |   |  |
|---|--|
| 8. Word-processing box  | a. Used to turn an object  |
| 9. Text label   | b. Creates a text object on a slide  |
| 10.  | c. Used to change the shape of an object   |
| 11. Rotate handle   | d. A text object that does not word wrap   |
| 12. Adjustment handle   | e. A text object made by dragging to create a box after clicking the Text Box button |

Select the best answer from the list of choices.

13. How do you change the size of a PowerPoint object?

- a. Drag a sizing handle
- b. Click the Resize button
- c. Drag the adjustment handle
- d. You can't change the size of a PowerPoint object

14. What would you use to position objects at a specific place on a slide?

- a. PowerPoint placeholders
- b. PowerPoint guides and rulers
- c. PowerPoint lines
- d. PowerPoint anchor lines

15. PowerPoint objects can be:

- a. Grouped and aligned.
- b. Resized and modified.
- c. Converted to pictures.
- d. Both A and B.

16. What does the adjustment handle do?

- a. Adjusts the size of an object
- b. Adjusts the position of an object
- c. Changes the appearance of an object
- d. Changes the angle adjustment of an object

17. What is the easiest way to line objects along their centers on a slide?

- a. Group the objects together
- b. Use the Align Center command
- c. Place the objects on the edge of the slide
- d. Use PowerPoint anchor lines

18. What does *not* happen when you group objects?

- a. Objects lose their individual characteristics.
- b. Objects are grouped together as a single object.
- c. Sizing handles appear around the grouped object.
- d. The grouped objects have a rotate handle.

19. What is *not* true about guides?

- a. Slides can have only one vertical and one horizontal guide.
- b. You can press [Ctrl] and drag a guide to create a new one.
- c. You can drag a guide off the slide to delete it.
- d. A PowerPoint guide is a dotted line.

20. What is a slide background?

- a. The pasteboard off the slide
- b. A picture
- c. The area behind text and graphics
- d. The slide grid

21. What is *not* true about a presentation color scheme?

- a. Every presentation has a color scheme.
- b. The color scheme determines the colors of a slide.
- c. You can't change the background color without changing the color scheme.
- d. There are eight colors to every color scheme.

## ► Skills Review

1. Open an existing presentation.

- a. Start PowerPoint.
- b. Open the file PPT C-3 from the drive and folder where your Project Files are stored.
- c. Save it as **Cafe Report** to the location where your Project Files are stored.

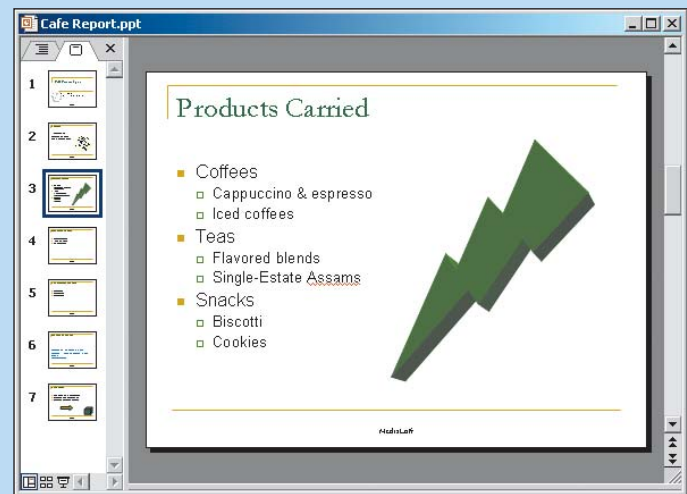
## 2. Draw and modify an object.

- On Slide 3, add the Lightning Bolt AutoShape from the Basic Shapes category on the AutoShapes menu. Make it as large as possible on the right side of the slide.
- On the Line Color menu, click No Line.
- Change the fill color to light green (named Follow Accent Scheme Color).
- Click the 3-D Style button on the Drawing toolbar, then click the 3-D Style 5 button.
- Rotate the bolt so it points from the upper-right to the lower-left.
- Move the object on the slide so it looks similar to Figure C-22.
- Deselect the object and save your changes.

## 3. Edit drawing objects.

- On Slide 7, resize the arrow object so it is about  $\frac{1}{2}$ " shorter. (*Hint:* You might want to resize the bulleted list text object so it does not interfere with your work.)
- Drag the arrow next to the left side of the box.
- Use the adjustment handle to lengthen the arrow's head about  $\frac{1}{4}$ ", then insert the text **Satisfaction**. Enlarge the arrow object so that all the text fits inside it, if necessary.
- Make two copies of the arrow and arrange them to the left of the first one so that they are pointing in succession to the box.
- Replace the word **Satisfaction** on the middle arrow with the word **Growth**.
- Replace the word **Satisfaction** on the left arrow object with the word **Products**.
- Insert the word **Success** in the cube object.
- Change all the objects' text font to Arial italic. Enlarge the cube as necessary so the word **Success** fits in it.
- Save your changes.

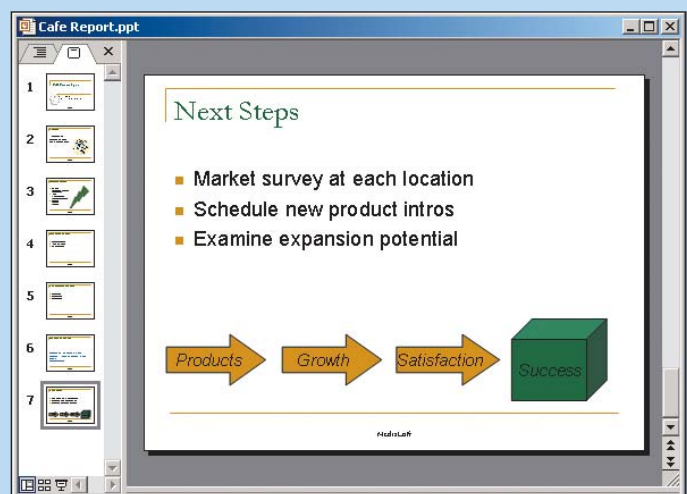
FIGURE C-22



## 4. Align and group objects.

- Align the middles of the four objects.
- Group the arrow objects and the cube together.
- Display the guides, then move the vertical guide left to about 4.58 and the horizontal guide down to about 2.75.
- Align the grouped object so its bottom-left resize handle snaps to where the guides intersect. (*Hint:* If your object does not snap to the guides, open the Grid and Guides dialog box, and make sure the Snap objects to grid check box is checked.)
- Hide the guides, then save your changes. Compare your screen with Figure C-23.

FIGURE C-23





## 5. Add and arrange text.

- Add a fourth item to the body text box on Slide 2 that reads **Next steps.**
- Near the bottom of the slide, below the graphic, create a word-processing box about 3" wide, and in it enter the text: **A relaxing café is a reading haven.** (If the AutoCorrect feature is active, the accent will be added to the *e* in *café* automatically when you press [Spacebar].)
- Drag the word **relaxing** in front of the word **reading**.
- Save your changes.

## 6. Format text.

- On Slide 2, select the word-processing text box that you added, so that formatting commands will apply to all the text in the box.
- Change the font color to the dark green color (named Follow Title Text Scheme Color), increase its font size to 28 points, then, if necessary, resize the word-processing box so the text fits on one line.
- Select the body text box to the left of the picture, then align the words to the center.
- Go to Slide 6, then align the words **Business Day, August 2003** to the right.
- Change the font color of the text box to the brown color (named Follow Accent and Hyperlink Scheme Color).
- Go to Slide 7, select the text in the cube, then change the font color to a light fluorescent green. (*Hint:* Use the Colors dialog box.)
- Go to Slide 1 and change the title text font to Arial Black, 48 points.
- Deselect the text object, then save your changes.

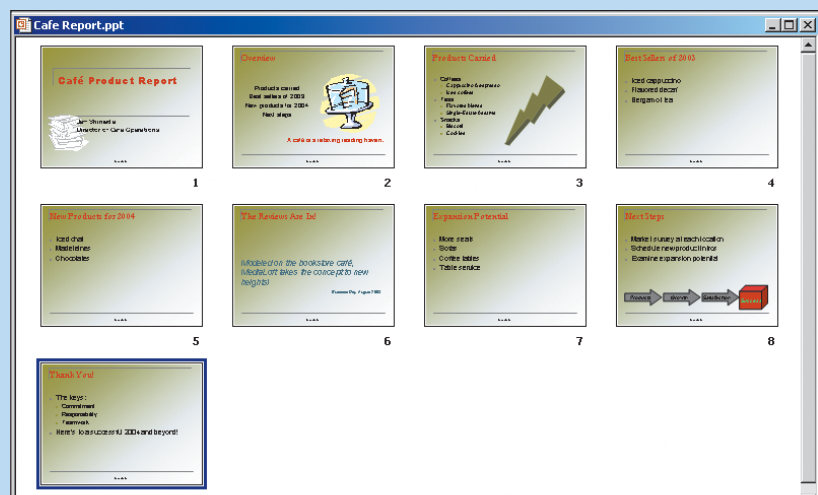
## 7. Import text from Microsoft Word.

- Click Slide 6 in the Slides tab.
- Import the Word file PPT C-4. Check the formatting of each new slide.
- In the Slides tab, drag Slide 9 below Slide 10.
- In the Slides tab, delete Slide 7, Market Surveys.
- Save your changes.

## 8. Customize the color scheme and background.

- Open the Slide Design task pane and click the Color Schemes hyperlink.
- Apply the bottom color scheme in the right column in the list to all the slides.
- Open the Background dialog box, then the Fill Effects dialog box.
- On the Gradient tab, select the Two colors option.
- Select the Diagonal up shading style and the upper-right variant.
- Apply this background to all slides.
- Add your name as a footer to the notes and handouts.
- Save your changes, then print the slides as handouts (4 slides per page). Your presentation in Slide Sorter view should look similar to Figure C-24.
- Close the file and exit PowerPoint.

FIGURE C-24



## ► Independent Challenge 1

In this unit, you learned that when you work with multiple objects on a PowerPoint slide, there are ways to arrange them so your information appears neat and well-organized. Using a word-processing program, write a summary explaining how to perform each of these tasks in PowerPoint. Make sure you explain what happens to the objects when you perform these tasks. Also explain *why* you would perform these tasks.

- a. Start the word processor, open a new document, then save the file as **Arranging Objects** to the drive and folder where your Project Files are stored.
- b. Explain the six different ways to align objects.
- c. Explain the concept of grouping objects.
- d. Add your name as the first line in the document, save your changes, print the document, close the document, then exit the word processor.

## ► Independent Challenge 2

You work for Chicago Language Systems, a major producer of language-teaching CD-ROMs with accompanying instructional books. Twice a year, the company holds title meetings to determine the new title list for the following production term and to decide which current CD titles need to be revised. As the director of acquisitions, you chair the September Title Meeting and present the basic material for discussion.

- a. Start PowerPoint, open the file PPT C-5 from the drive and folder where your Project Files are stored, and save it as **Title Meeting 9-26-03**.
- b. Add an appropriate design template to the presentation.
- c. Insert the Word outline PPT C-6 after Slide 6.
- d. Examine all of the slides in the presentation and apply italic formatting to all product and book titles.
- e. Format the text so that the most important information is the most prominent.
- f. Add appropriate shapes that emphasize the most important parts of the slide content. Format the objects using color and shading. Use the Align and Group commands to organize your shapes.
- g. Evaluate the color scheme and the background colors. Delete any slides you feel are unnecessary, and make any changes you feel will enhance the presentation.
- h. Spell check, view the final slide show, and evaluate your presentation. Make any necessary changes.
- i. Add your name as footer text on the notes and handouts, save the presentation, print the slides as handouts, close the file, and exit PowerPoint.

## ► Independent Challenge 3

The Software Learning Company is dedicated to the design and development of instructional software that helps college students learn software applications. You need to design five new logos for the company that incorporate the new company slogan: "Software is a snap!" The marketing group will decide which of the five designs looks best. Create your own presentation slides, but assume that the company colors are blue and green.

- a. Sketch your logos and slogan designs on a piece of paper. What text and graphics do you need for the slides?
- b. Start PowerPoint, create a new blank presentation, and save it as **Software Learning** to the drive and folder where your Project Files are stored.

- c. Create five different company logos, each one on a separate slide. Use the shapes on the AutoShapes menu, and enter the company slogan using the Text tool. (*Hint:* Use the Title only layout.) The logo and the marketing slogan should match each other in tone, size, and color; and the logo objects should be grouped together to make it easier for other employees to copy and paste. Use shadings and shadows appropriately.
- d. Add a background color if it is appropriate for your logo design.
- e. Spell check, view the final slide show, and evaluate your presentation. Delete any slides you feel are unnecessary, and make any necessary changes.
- f. Add your name as footer text, save the presentation, print the slides and notes pages (if any), close the file, and exit PowerPoint.



## Independent Challenge 4

Your company is planning to offer 401(k) retirement plans to all its employees. The Human Resources Department has asked you to construct and deliver a brief presentation about 401(k) plans to the employees. To find the necessary information for the presentation, you decide to use the Web. The information you find on the Web should answer the following questions:

- What is a 401(k) plan?
  - How does a 401(k) plan work?
  - How much can I contribute to my 401(k) plan at work?
  - When do I have to start taking money from my 401(k) account?
  - Is there a penalty for early withdrawal?
- a. Connect to the Internet, then use a search engine to locate Web sites that have information on 401(k) plans. If your search does not produce any results, you might try the following sites:  
[www.401k.com](http://www.401k.com)  
[www.quicken.com](http://www.quicken.com)
  - b. Review at least two Web sites that contain information about 401(k) plans. Print the Home pages of the Web sites you use to gather data for your presentation.
  - c. Start PowerPoint. On the title slide, title the presentation **401(k) Plans: What Employees Need to Know**. The presentation should contain at least five slides, including the title slide. Refer to the bulleted list as you create your content.
  - d. Save the presentation as **401(k) Plans** to the drive and folder where your Project Files are stored.
  - e. Apply a template to the presentation, customize the slide background, create a new color scheme, and save the color scheme as a standard scheme.
  - f. Use text formatting as necessary to make text visible and help emphasize important points.
  - g. At least one slide should contain an object from the AutoShapes menu. Customize the object's size and color.
  - h. Add your name as a footer to the slides, spell check the presentation, and view the final presentation.
  - i. Save the final version of the presentation, print the slides, then close the file, and exit PowerPoint.

## ► Visual Workshop

Create a one-slide presentation that looks like the one shown in Figure C-24. Use a text box for each bullet. Group the objects in the bottom logo. (Hint: The top rectangle object uses the 3-D menu.) If you don't have the exact fonts, use something similar. Add your name as a footer on the slide, save the presentation as **SASLtd** to the drive and folder where your Project Files are stored, then print the slide.

FIGURE C-25

